

CALIFORNIA COASTAL COMMISSION
 NORTH CENTRAL COAST DISTRICT OFFICE
 45 FREMONT, SUITE 2000
 SAN FRANCISCO, CA 94105-2219
 VOICE AND TDD (415) 904-5260
 FAX (415) 904-5400



PERMIT APPLICATION INSTRUCTIONS

A completed application includes the APPLICATION FOR COASTAL DEVELOPMENT PERMIT, the appendices to the application, and **Required Attachments**.

- Please answer all questions. If a question is not applicable to your project, indicate "N.A."
- Refer to pages 8 – 9 of the APPLICATION for a list of **Required Attachments**.
- Incomplete applications will not be accepted for filing.
- All exhibits must be legible.

The following checklist is provided for the convenience of applicants in gathering necessary application materials; it is not a complete statement of filing requirements.

	Page	Item
_____ Proof of applicant's interest in the property.	7	1
_____ Assessor's parcel map(s) showing the proposed development site and all adjacent properties within 100 feet of the property boundary.	7	2
_____ Stamped envelopes (<i>no postage meter please</i>) addressed to neighboring property owners and occupants and other interested parties and a list of the same.	7, 8	4, 5
_____ Vicinity map.	8	6
_____ One set of project plan(s), site plan(s), and applicable other plans.	8	7, 11
_____ Copy of any environmental documents (DRAFT AND FINAL EIRs, EISs, NEGATIVE DECLARATION) if prepared for the project and any comments and responses.	8	9
_____ Verification of all other permits, permissions or approvals applied for or granted by public agencies.	8	10
_____ Copy of geology or soils report (if necessary).	8	11
_____ Local approval of the project.	Appendix B	
_____ Has the Notice of Pending Permit been posted in a conspicuous place?	Appendix D	
_____ Filing fee.	Appendix E	
_____ Have you and the agent (if appropriate) signed the application at the appropriate lines on pages 9, 10, and 13?		

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APPLICATION FOR COASTAL DEVELOPMENT PERMIT

SECTION I. APPLICANT

1. Name, mailing address, and telephone number of all applicants.

(Area code/daytime phone number)

Note: All applicants for the development must complete Appendix A, the declaration of campaign contributions.

2. Name, mailing address and telephone number of applicant's representatives, if any. Please include all representatives who will communicate on behalf of the applicant or the applicant's business partners, for compensation, with the Commission or the staff. (It is the applicant's responsibility to update this list, as appropriate, including after the application is accepted for filing. Failure to provide this information prior to communication with the Commission or staff may result in denial of the permit or criminal penalties.)

(Area code/daytime phone number)

SECTION II. PROPOSED DEVELOPMENT

Please answer all questions. Where questions do not apply to your project (for instance, project height for a land division), indicate **Not Applicable** or **N.A.**

1. **Project Location.** Include street address, city, and/or county. If there is no street address, include other description such as nearest cross streets.

number *street*

city *county*

Assessor's Parcel Number(s) (obtainable from tax bill or County Assessor):

<p><i>FOR OFFICE USE ONLY</i></p> <hr/> <p style="text-align: center;">APPLICATION NUMBER</p>	<p>RECEIVED <hr/></p> <p>FILED <hr/></p> <p>FEE <hr/></p> <p>DATE PAID <hr/></p>
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- This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Number of units			Number of bedrooms per unit (both existing and proposed)	Type of ownership proposed
Existing units	Proposed new units	Net number of units on completion of project		<input type="checkbox"/> rental <input type="checkbox"/> condominium <input type="checkbox"/> stock cooperative <input type="checkbox"/> time share <input type="checkbox"/> other _____

Number of lots			Size of lots to be created (indicate net or gross acreage)	
Existing lots	Proposed new lots	Net number of lots on completion of project	Existing	Proposed

3. Estimated cost of development (not including cost of land) \$ _____
4. Project height: Maximum height of structure (ft.)
- above existing (natural) grade _____
 - above finished grade _____
 - as measured from centerline of frontage road _____
5. Total number of floors in structure, including subterranean floors, lofts, and mezzanines..... _____
6. Gross floor area excluding parking (sq.ft.)..... _____
- Gross floor area including covered parking and accessory buildings (sq.ft.)..... _____
7. Lot area (within property lines) (sq.ft. or acre)..... _____

<i>Lot coverage</i>	<i>Existing (sq.ft. or acre)</i>	<i>New proposed (sq.ft. or acre)</i>	<i>Total (sq.ft. or acre)</i>
Building			
Paved area			
Landscaped area			
Unimproved area			
<i>Grand Total (should equal lot area as shown in #7 above)</i>			

8. Is any grading proposed?..... ☐ Yes ☐ No

<i>If yes, complete the following.</i>			
a) Amount of cut	cu. yds.	d) Maximum height of cut slope	ft.
b) Amount of fill	cu. yds.	e) Maximum height of fill slope	ft.
c) Amount of import or export (circle which)	cu. yds.	f) Location of borrow or disposal site	

Grading, drainage, and erosion control plans must be included with this application, if applicable. In certain areas, an engineering geology report must also be included. See page 7, items # 7 and 11.

Please list any geologic or other technical reports of which you are aware that apply to this property _____

9. Parking:

<i>Number of parking spaces (indicate whether standard or compact)</i>		
Existing spaces	Proposed new spaces	Net number of spaces on completion of project

Is any existing parking being removed? ☐ Yes ☐ No

If yes, how many spaces? _____ size _____

Is tandem parking existing and/or proposed?..... ☐ Yes ☐ No

If yes, how many tandem sets? _____ size _____

10. Are utility extensions for the following needed to serve the project? (Please check **yes** or **no**)

a) water b) gas c) sewer d) electric e) telephone

☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes

☐ No ☐ No ☐ No ☐ No ☐ No

Will electric or telephone extensions be above-ground? ☐ Yes ☐ No

11. Does project include removal of trees or other vegetation? ☐ Yes ☐ No

If yes, indicate **number**, **type** and **size** of trees _____

or **type** and **area** of other vegetation _____

SECTION III. ADDITIONAL INFORMATION

The relationship of the development to the applicable items below must be explained fully. Attach additional sheets if necessary.

1. Present use of property.

a. Are there existing structures on the property? ☐ Yes ☐ No

<i>If yes, describe</i>

- b. Will any existing structures be demolished? ☐ Yes ☐ No
- Will any existing structures be removed? ☐ Yes ☐ No

If yes to either question, describe the type of development to be demolished or removed, including the relocation site, if applicable.

2. Is the proposed development to be governed by any Development Agreement?..... ☐ Yes ☐ No
3. Has any application for development on this site including any subdivision been submitted previously to the California Coastal Zone Conservation Commission or the Coastal Commission? ☐ Yes ☐ No
- If yes, state previous application number(s) _____

4. a. Is the development between the first public road and the sea (including lagoons, bays, and other bodies of water connected to the sea) ☐ Yes ☐ No
- b. If yes, is public access to the shoreline and along the coast currently available on the site **or** near the site? ☐ Yes ☐ No

If yes, indicate the location and nature of the access, including the distance from the project site, if applicable.

- c. Will the project have an effect on public access to and along the shoreline, either directly or indirectly (e.g., removing parking used for access to the beach)? ☐ Yes ☐ No

If yes, describe the effect

5. Does the development involve diking, filling, draining, dredging or placing structures in open coastal waters, wetlands, estuaries, or lakes? (Please check **yes** or **no**)

a) *diking* b) *filling* c) *dredging* d) *placement of structures*

☐ Yes ☐ Yes ☐ Yes ☐ Yes

☐ No ☐ No ☐ No ☐ No

Amount of material to be **dredged** or **filled** (indicate which) _____ cu. yds.

Location of dredged material disposal site _____

Has a U.S. Army Corps of Engineers' permit been applied for? ☐ Yes ☐ No

6. Will the development extend onto or adjoin any beach, tidelands, submerged lands or public trust lands? ☐ Yes ☐ No

For projects on State-owned lands, additional information may be required as set forth in Section IV, paragraph 10.

7. Will the development protect existing lower-cost visitor and recreational facilities? ☐ Yes ☐ No

Will the development provide public or private recreational opportunities? .. ☐ Yes ☐ No

If yes, explain.

8. Will the proposed development convert land currently or previously used for agriculture to another use? ☐ Yes ☐ No

If yes, how many acres will be converted? _____

9. Is the proposed development in or near:

a. Sensitive habitat areas (Biological survey may be required) ☐ Yes ☐ No

b. Areas of state or federally listed rare, threatened, or endangered species ☐ Yes ☐ No

c. 100-year floodplain (Hydrologic mapping may be required) ☐ Yes ☐ No

d. Park or recreation area ☐ Yes ☐ No

10. Is the proposed development visible from:

a. State Highway 1 or other scenic route ☐ Yes ☐ No

- b. Park, beach, or recreation area ☐ Yes ☐ No
- c. Harbor area ☐ Yes ☐ No
11. Does the site contain any: (If yes to any of the following, please explain on an attached sheet.)
- a. Historic resources ☐ Yes ☐ No
- b. Archaeological resources ☐ Yes ☐ No
- c. Paleontological resources ☐ Yes ☐ No
12. Where a stream or spring is to be diverted, provide the following information:
- Estimated streamflow or spring yield (gpm) _____
- If well is to be used, existing yield (gpm) _____
- If water source is on adjacent property, attach Division of Water Rights approval and property owner's approval.

SECTION IV. REQUIRED ATTACHMENTS

The following items must be submitted with this form as part of the application.

1. **Proof of the applicant's legal interest in the property.** A copy of any of the following will be acceptable: current tax bill, recorded deed, lease, easement, or current policy of title insurance. Preliminary title reports will not be accepted for this purpose. Documentation reflecting intent to purchase such as a signed Offer to Purchase along with a receipt of deposit or signed final escrow document is also acceptable, but in such a case, issuance of the permit may be contingent on submission of evidence satisfactory to the Executive Director that the sale has been completed.

The identity of all persons or entities which have an ownership interest in the property superior to that of the applicant must be provided.
2. **Assessor's parcel map(s)** showing the page number, the applicant's property, and all other properties within 100 feet (excluding roads) of the property lines of the project site. (Available from the County Assessor.)
3. Copies of required **local approvals** for the proposed project, including zoning variances, use permits, etc., as noted on Local Agency Review Form, Appendix B. Appendix B must be completed and signed by the local government in whose jurisdiction the project site is located.
4. **Stamped envelopes addressed to each property owner and occupant of property situated within 100 feet of the property lines of the project site (excluding roads), along with a list containing the names, addresses and assessor's parcel numbers of same.** The envelopes must be plain (i.e., no return address), and regular business size (9 1/2" x 4 1/8"). Include first class postage on each one. **Metered postage is not acceptable.** Use Appendix C, attached, for the listing of names and addresses. (Alternate notice provisions may be employed at the discretion of the District Director under extraordinary circumstances.)

5. **Stamped, addressed envelopes (no metered postage, please) and a list of names and addresses of all other parties known to the applicant to be interested in the proposed development** (such as persons expressing interest at a local government hearing, etc.).
6. **A vicinity or location map** (copy of Thomas Bros. or other road map or USGS quad map) with the project site clearly marked.
7. Copy(s) of plans drawn to scale, including (as applicable):
 - site plans
 - floor plans
 - building elevations
 - grading, drainage, and erosion control plans
 - landscape plans
 - septic system plans

Trees to be removed must be marked on the site plan. In addition, a reduced site plan, 8 1/2" x 11" in size, must be submitted. Reduced copies of complete project plans will be required for large projects. NOTE: See Instruction page for number of sets of plans required.
8. Where septic systems are proposed, evidence of County approval or Regional Water Quality Control Board approval. Where water wells are proposed, evidence of County review and approval.
9. A copy of any **Draft or Final Negative Declaration, Environmental Impact Report (EIR) or Environmental Impact Statement (EIS)** prepared for the project. If available, comments of all reviewing agencies and responses to comments must be included.
10. **Verification of all other permits, permissions or approvals** applied for or granted by public agencies such as:
 - Department of Fish and Game
 - State Lands Commission
 - Army Corps of Engineers
 - U.S. Coast Guard

For projects such as seawalls located on or near state tidelands or public trust lands, the Coastal Commission must have a written determination from the State Lands Commission whether the project would encroach onto such lands and, if so, whether the State Lands Commission has approved such encroachment. See memo to *"Applicants for shorefront development"* dated December 13, 1993.
11. For development on a bluff face, bluff top, or in any area of high geologic risk, a comprehensive, site-specific **geology and soils report** (including maps) prepared in accordance with the Coastal Commission's Interpretive Guidelines. Copies of the guidelines are available from the District Office.

SECTION V. NOTICE TO APPLICANTS

Under certain circumstances, additional material may be required prior to issuance of a coastal development permit. For example, where offers of access or open space dedication are required, preliminary title reports, land surveys, legal descriptions, subordination agreements, and other outside agreements will be required prior to issuance of the permit.

In addition, the Commission may adopt or amend regulations affecting the issuance of coastal development permits. If you would like notice of such proposals during the pendency of this application, if such proposals are reasonably related to this application, indicate that desire.

☐ Yes ☐ No

SECTION VI. COMMUNICATION WITH COMMISSIONERS

Decisions of the Coastal Commission must be made on the basis of information available to all commissioners and the public. Therefore, permit applicants and interested parties and their representatives are advised not to discuss with commissioners any matters relating to a permit outside the public hearing. Such contacts may jeopardize the fairness of the hearing and result in invalidation of the Commission's decision by court. Any written material sent to a commissioner should also be sent to the commission office for inclusion in the public record and distribution to other Commissioners.

SECTION VII. CERTIFICATION

1. I hereby certify that I, or my authorized representative, have completed and posted or will post the **Notice of Pending Permit** card in a conspicuous place on the property within three days of submitting the application to the Commission office.
2. I hereby certify that I have read this completed application and that, to the best of my knowledge, the information in this application and all attached appendices and exhibits is complete and correct. I understand that the failure to provide any requested information or any misstatements submitted in support of the application shall be grounds for either refusing to accept this application, for denying the permit, for suspending or revoking a permit issued on the basis of such misrepresentations, or for seeking of such further relief as may seem proper to the Commission.
3. I hereby authorize representatives of the California Coastal Commission to conduct site inspections on my property. Unless arranged otherwise, these site inspections shall take place between the hours of 8:00 A.M. and 5:00 P.M.

*Signature of Authorized Agent(s) or if no agent, signature of **Applicant***

NOTE: IF SIGNED ABOVE BY AGENT, APPLICANT MUST SIGN BELOW.

SECTION VIII. AUTHORIZATION OF AGENT

I hereby authorize _____ to act as my representative and to bind me in all matters concerning this application.

Signature of Applicant(s)
(Only the applicant(s) may sign here to authorize an agent)

APPLICATION FOR COASTAL DEVELOPMENT PERMIT

APPENDIX A

DECLARATION OF CAMPAIGN CONTRIBUTIONS

Government Code Section 84308 prohibits any Commissioner from voting on a project if he or she has received campaign contributions in excess of \$250 within the past year from project proponents or opponents, their agents, employees or family, or any person with a financial interest in the project.

In the event of such contributions, a Commissioner must disqualify himself or herself from voting on the project.

Each applicant must declare below whether any such contributions have been made to any of the listed **Commissioners** or **Alternates** (see last page).

CHECK ONE

☐

The applicants, their agents, employees, family and/or any person with a financial interest in the project **have not contributed** over \$250 to any Commissioner(s) or Alternate(s) within the past year.

☐

The applicants, their agents, employees, family, and/or any person with a financial interest in the project **have contributed** over \$250 to the Commissioner(s) or Alternate(s) listed below within the past year.

Commissioner or Alternate _____

Commissioner or Alternate _____

Commissioner or Alternate _____

Signature of Applicant or Authorized Agent

Date

Please print your name _____

APPENDIX B

LOCAL AGENCY REVIEW FORM

SECTION A (TO BE COMPLETED BY APPLICANT)

Applicant _____

Project Description _____

Location _____

Assessor's Parcel Number _____

SECTION B (TO BE COMPLETED BY LOCAL PLANNING OR BUILDING INSPECTION DEPARTMENT)

Zoning Designation _____ du/ac

General or Community Plan Designation _____ du/ac

Local Discretionary Approvals

- ☐ Proposed development meets all zoning requirements and needs no local permits other than building permits.

- ☐ Proposed development needs local discretionary approvals noted below.

Needed Received

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Design/Architectural review |
| <input type="checkbox"/> | <input type="checkbox"/> | Variance for _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Rezone from _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Tentative Subdivision/Parcel Map No. _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading/Land Development Permit No. _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Planned Residential/Commercial Development Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan Review |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium Conversion Permit |
| <input type="checkbox"/> | <input type="checkbox"/> | Conditional, Special, or Major Use Permit No. _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____ |

CEQA Status

- ☐ Categorically Exempt *Class* _____ *Item* _____
- ☐ Negative Declaration Granted (Date) _____
- ☐ Environmental Impact Report Required, Final Report Certified (Date) _____
- ☐ Other _____

Prepared for the City/County of _____ by _____

Date _____ Title _____

Application No. _____

APPENDIX C

LIST OF PROPERTY OWNERS AND OCCUPANTS WITHIN 100 FEET AND THEIR ADDRESSES
(MAKE ADDITIONAL COPIES OF THIS SHEET AS NECESSARY)

APPENDIX D
(Permit Application)

DECLARATION OF POSTING

Prior to or at the time the application is submitted for filing, the applicant must post, at a conspicuous place, easily read by the public and as close as possible to the site of the proposed development, notice that an application for the proposed development has been submitted to the Commission. Such notice shall contain a general description of the nature of the proposed development. The Commission furnishes the applicant with a standardized form to be used for such posting. If the applicant fails to post the completed notice form and sign the Declaration of Posting, the Executive Director of the Commission shall refuse to file the application. 14 Cal. Code Regs. Section 13054(d).

Please sign and date this Declaration of Posting form when the site is posted; it serves as proof of posting. It should be returned to our office with the application.

<p>Pursuant to the requirements of California Code of Regs. Section 13054(d), I hereby certify that on _____, I or my authorized representative posted the Notice</p> <p style="text-align: center;"><small>(date of posting)</small></p> <p>of Pending Permit for application to obtain a coastal development permit for the development of</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><small>(description of development)</small></p> <p>Located at _____</p> <p style="text-align: center;"><small>(address of development or assessor's parcel number)</small></p> <p>The public notice was posted at _____</p> <p style="text-align: center;"><small>(a conspicuous place, easily seen by the public and as close as possible to the site of the proposed development)</small></p> <p style="text-align: right; margin-right: 100px;">_____ <small>(signature)</small></p> <p style="text-align: right; margin-right: 100px;">_____ <small>(date)</small></p>	
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NOTE: Your application cannot be processed until this **Declaration of Posting** is signed and returned to this office.

<i>FOR OFFICE USE ONLY</i>	
PERMIT NUMBER.....	_____
RECEIVED	_____
DECLARATION COMPLETE	_____

APPENDIX E

PERMIT APPLICATION FEE SCHEDULE

EFFECTIVE JANUARY 1, 1998, ALL PERMIT APPLICATION FEES ARE DEPOSITED IN THE COASTAL ACCESS ACCOUNT OF THE STATE COASTAL CONSERVANCY FUND. MONIES IN THE ACCOUNT ARE AVAILABLE TO PUBLIC AGENCIES AND OTHER ORGANIZATIONS FOR THE DEVELOPMENT, MAINTENANCE, AND OPERATION OF PUBLIC SHORELINE ACCESS FACILITIES (PUBLIC RESOURCES CODE SECTION 30620(c)(2)).

I. RESIDENTIAL PROJECTS

A. New single-family dwellings

De minimis waiver	<input type="checkbox"/>	\$	200
Administrative permit.....	<input type="checkbox"/>	\$	200 ¹
Regular calendar			
If 1,500 or less square feet ²	<input type="checkbox"/>	\$	250 ³
If 1,501 to 5,000 square feet ²	<input type="checkbox"/>	\$	500 ³
If 5,001 or more square feet ²	<input type="checkbox"/>	\$	1,000 ³

B. Additions or improvements to single-family dwellings

De minimis waiver	<input type="checkbox"/>	\$	200
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If handled as an amendment to a previous coastal development permit, see Amendments (Section III.D.) below.

If **not** a waiver or an amendment to a previous coastal development permit, the fee is assessed according to the schedule in A. above (i.e., based on the calendar and/or size of the addition, plus the grading fee, if applicable).

C. Multiple residential projects (including residential subdivisions, resubdivisions and condominium conversions) ⁴

2-4 units.....	<input type="checkbox"/>	\$	600 ³
5-16 units.....	<input type="checkbox"/>	\$	2,000 ³
17-166 units.....	<input type="checkbox"/>	\$	120 /unit ³
167 units or more	<input type="checkbox"/>	\$	20,000 ³

¹ Fee changes if removed from the Administrative Calendar and rescheduled on the Regular Calendar. Additional fee amount must be paid before item is scheduled for hearing on the Regular Calendar.

² **Including** gross internal floor space of main house, attached garage(s), covered patios, plus any detached structures intended for human habitation (e.g., guest houses, detached bedrooms, in-law units); **not** including patios or decks open to the sky, detached garages, barns, art studios, tool sheds, and other outbuildings not primarily intended for human habitation.

³ Grading fee applies; see Item F.

⁴ If land division and construction of residences are proposed together, the fee is based solely upon the construction of residences.

- D. Lot line adjustment..... ☐ \$ 600 ³
- E. Divisions of land where there are single-family residences already built and only one new lot is created..... ☐ \$ 600 ³
- F. Grading fee for residential projects
- For residential projects that are not scheduled on the administrative calendar, if more than 75 cubic yards of grading is proposed, an additional fee applies..... ☐ \$ 200

II. OFFICE, COMMERCIAL, CONVENTION, INDUSTRIAL

A. New structures

- Up to and including 1,000 sq.ft. (gross)..... ☐ \$ 500
- 1,001 to 10,000 sq.ft. (gross) ☐ \$ 2,000
- 10,001 sq.ft. up to 25,000 sq.ft. (gross)..... ☐ \$ 4,000
- 25,001 sq.ft. up to 50,000 sq.ft. (gross)..... ☐ \$ 8,000
- 50,001 sq.ft. up to 100,000 sq.ft. (gross)..... ☐ \$ 12,000
- 100,001 or more sq.ft. (gross) ☐ \$ 20,000
- Major energy production or fuel processing facility..... ☐ \$ 20,000

B. Additions or improvements

Regular calendar: see II.A. above

Otherwise: see III. below

III. FEES FOR PROJECTS NOT COVERED IN I. OR II. ABOVE

- A. Administrative permit ☐ \$ 200 ¹
- B. Emergency permit ☐ \$ 200 ⁵
- C. Amendments
- Immaterial amendments..... ☐ \$ 200
- Material amendments..... ☐ \$ _____ [50% of fee applicable to underlying permit if it were submitted today]

⁵ When followed by a regular permit application, the \$200 emergency application fee is credited toward the follow-up permit fee.

D. Extensions ⁷ and Reconsiderations

Single-family residences ☐ \$ 200

All other developments..... ☐ \$ 400

E. Request for continuance

1st request ☐ No charge

Each subsequent request
(where Commission approves the continuance) ☐ \$ 100

F. De minimis and other waivers..... ☐ \$ 200

G. Public works facilities.....[if public agency is applicant] ☐ No charge

H. Temporary events..... [if not scheduled on administrative calendar] ☐ \$ 500

IV. ANY OTHER DEVELOPMENT NOT OTHERWISE COVERED

Development cost up to and including \$100,000..... ☐ \$ 600

\$100,001 to \$500,000 ☐ \$ 2,000

\$500,001 to \$1,250,000 ☐ \$ 4,000

\$1,250,001 to \$2,500,000 ☐ \$ 8,000

\$2,500,001 to \$5,000,000 ☐ \$ 12,000

\$5,000,001 or more ☐ \$ 20,000

TOTAL SUBMITTED \$ _____

ADDITIONAL NOTES

1. Fees are assessed at the time of application, based on the project as proposed initially. If the size of a proposed dwelling or the amount of proposed grading is amended during the application review process, the fee is not changed.
2. If different types of development are included on one site under one application, the fee is based on the sum of each fee that would apply if each development were applied for separately, not to exceed \$20,000 (except as indicated in footnote 4).
3. Fees for after-the-fact permits shall normally be double the regular permit fee unless such added increases are waived by the Executive Director when it is determined that the permit could be processed by staff without significant additional review time resulting from the processing of the violation.

⁷ If permit extension is objected to by Commission and application is set for a new hearing, then a new application fee is required, based on type of development and/or applicable calendar.

4. The fee for development consisting of a change in intensity of use shall be based upon development cost as set forth in part IV.
5. Permits shall not be issued without full payment of all applicable fees. If overpayment of a fee occurs, a refund will be issued.
6. If a permit application is withdrawn, a refund will be due only if no significant staff review time has been expended (e.g., the staff report has not yet been prepared). Denial of a permit application by the Commission is not grounds for a refund.
7. The application fee shall be determined from the type and size of the proposed development, except where size is not readily determined and where the project is a change in intensity of use. In addition, if there is conflict over the applicable fee, the Executive Director may use the project cost to determine the fee.
8. In addition to the above fees, the Commission may require the applicant to reimburse it for any additional reasonable expenses incurred in its consideration of the permit application, including the costs of providing public notice.
9. The Executive Director shall waive the application fee where requested by resolution of the Commission.

SEE SECTION 13055 OF THE COMMISSION'S REGULATIONS (CALIFORNIA CODE OF REGULATIONS, TITLE 14) FOR FULL TEXT OF THE REQUIREMENTS.

TO BE COMPLETED BY STAFF

<i>SUBMITTED FEE VERIFIED BY:</i>	<i>DATE:</i>
<i>IS SUBMITTED AMOUNT CORRECT?</i> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Yes. Applicant has correctly characterized the development, and payment is appropriate. </div> <div style="width: 30%;"> <input type="checkbox"/> Applicant did not fill out form, thus staff has marked the form to compute the fee, and applicant has paid fee. </div> <div style="width: 30%;"> <input type="checkbox"/> No. Why? <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black;"></div> </div> </div>	
<i>REFUND OR ADDITIONAL FEE REQUIRED? (STATE REASON)</i> <input type="checkbox"/> Refund amount (_____) <input type="checkbox"/> Additional fee amount (_____)	
REMINDER: RECORD FEE PAYMENT IN PERMIT LOG	
<i>FINAL FEE VERIFIED BY: (TO BE COMPLETED <u>AFTER</u> COMMISSION ACTION)</i>	<i>DATE:</i>

NOTICE OF PENDING PERMIT

A PERMIT APPLICATION FOR DEVELOPMENT ON THIS SITE IS
PENDING BEFORE THE CALIFORNIA COASTAL COMMISSION.

PROPOSED DEVELOPMENT: _____

LOCATION: _____

APPLICANT: _____

APPLICATION NUMBER: _____

DATE NOTICE POSTED: _____

FOR FURTHER INFORMATION, PLEASE PHONE OR WRITE THE
OFFICE LISTED BELOW BETWEEN 8 A.M. AND 5 P.M., WEEKDAYS.



CALIFORNIA COASTAL COMMISSION
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